

# Berkeley Lab Learning Institute (BLI)

## **2010 Onsite Calendar**

### Supervisors and Work Leads

<b>Course or Workshop</b>	<b>Instructor</b>	<b>Scheduled Dates</b>	<b>Course #</b>
<b>Supervisor Responsibilities for Berkeley Lab</b> – online course		<b>Online access anytime @</b> <a href="http://www.lbl.gov/BLI/SR/">http://www.lbl.gov/BLI/SR/</a>	<b>BLI0117</b>
<b>Dealing with Challenging People – Webinar for Supervisors Only</b>	Susan Zemelman	<b>January 19</b> Online access 1:00pm-2:00pm	<b>BLI0128</b>
<b>Supervisor Scenario Workshop – HR Issues</b>	Kathy Anttila	<b>January 28</b> 2-100B 12:30pm-3:30pm	<b>BLI0122</b>
<b>Managing Your Time &amp; Getting Things Done - Webinar</b>	Nancy Friedman	<b>February 3</b> Online access 11:00am-noon	<b>BLI0132</b>
<b>Conducting Effective Meetings - Webinar</b>	Nancy Friedman	<b>February 3</b> Online access 1:00pm-2:00pm	<b>BLI0131</b>
<b>Performance and Career Mentoring Conversations</b>	Kathy Anttila	<b>March 16</b> Pers Hall 9:30am-noon	<b>BLI0130</b>
<b>Supervisor Scenario Workshop – HR Issues</b>	Kathy Anttila	<b>May 11</b> Pers Hall 12:30pm-3:30pm	<b>BLI0122</b>
<b>Dealing with Challenging People – Webinar for Supervisors Only</b>	Susan Zemelman	<b>May 26</b> Online access 1:00pm-2:00pm	<b>BLI0128</b>
<b>Annual Performance Review Discussion Workshop for Supervisors Only</b>	Kathy Anttila	<b>June 7</b> 2-100B 1:00pm-3:00pm	<b>BLI0148</b>
<b>Annual Performance Review Discussion Workshop for Supervisors Only</b>	Kathy Anttila	<b>June 28</b> 2-100B 1:00pm-3:00pm	<b>BLI0148</b>
<b>Annual Performance Review Discussion Workshop for Supervisors Only</b>	Kathy Anttila	<b>July 14</b> Pers Hall 10:00pm-12:00pm	<b>BLI0148</b>
<b>Managing Your Time &amp; Getting Things Done - Webinar</b>	Nancy Friedman	<b>July 15</b> Online access 11:00am-noon	<b>BLI0132</b>
<b>Conducting Effective Meetings - Webinar</b>	Nancy Friedman	<b>July 15</b> Online access 1:00pm-2:00pm	<b>BLI0131</b>

Go to [www.lbl.gov/BLI](http://www.lbl.gov/BLI) to “Onsite Courses” for further details on each course.  
To register, go to Employee Self Service. For questions, contact Karen Paris at x5122

# Berkeley Lab Learning Institute (BLI)

## **2010 Onsite Calendar**

### Supervisors and Work Leads Cont.

<b>Course or Workshop</b>	<b>Instructor</b>	<b>Scheduled Dates</b>	<b>Course #</b>
<b>Supervisor Scenario Workshop – HR Issues</b>	Kathy Anttila	<b>July 27</b> 2-100B 12:30pm-3:30pm	<b>BLI0122</b>
<b>Performance and Career Mentoring Conversations</b>	Kathy Anttila	<b>August 17</b> Pers Hall 9:30am-noon	<b>BLI0130</b>
<b>Career Planning – Supervisors</b>	Elayne Chou	<b>October 6</b> Pers Hall 10:00am-noon	<b>BLI0134</b>
<b>Fundamentals of Leading and Motivating People</b>	Larry Midgett	<b>October 12-13</b> Pers Hall 9:00am-4:00pm	<b>BLI0121</b>
<b>Dealing with Challenging People – Webinar for Supervisors Only</b>	Susan Zemelman	<b>November 3</b> Online access 11:00a - noon	<b>BLI0128</b>
<b>Managing Your Time &amp; Getting Things Done - Webinar</b>	Nancy Friedman	<b>November 9</b> Online access 11:00am-noon	<b>BLI0132</b>
<b>Conducting Effective Meetings - Webinar</b>	Nancy Friedman	<b>November 9</b> Online access 1:00pm-2:00pm	<b>BLI0131</b>
<b>Supervisor Scenario Workshop – HR Issues</b>	Kathy Anttila	<b>November 16</b> 2-100B 12:30pm-3:30pm	<b>BLI0122</b>
<b>Performance and Career Mentoring Conversations</b>	Kathy Anttila	<b>December 1</b> Pers Hall 9:30am-noon	<b>BLI0130</b>

Go to [www.lbl.gov/BLI](http://www.lbl.gov/BLI) to “Onsite Courses” for further details on each course.  
To register, go to Employee Self Service. For questions, contact Karen Paris at x5122

# Berkeley Lab Learning Institute (BLI)

## **2010 Onsite Calendar**

Scientists, Engineers, Postdocs & GSRA's

<b>Course or Workshop</b>	<b>Instructor</b>	<b>Scheduled Dates</b>	<b>Course #</b>
<b>Writing for Publication in Research Journals</b>	Dr. Maggie Sokolik	<b>February 17</b> Pers Hall 1:00-3:00pm	<b>BLI0114</b>
<b>Career Planning Workshop For Postdocs and Graduate Students</b>	Dr. Elayne Chou	<b>March 10</b> Pers Hall 1:00-3:00pm	<b>BLI0118</b>
<b>Creating Visual Displays for Research Journals</b>	Dr. Maggie Sokolik	<b>March 17</b> Pers Hall 1:00-3:00pm	<b>BLI0115</b>
<b>Creating Research Presentations</b>	Dr. Maggie Sokolik	<b>April 15</b> Pers Hall 1:00-3:00pm	<b>BLI0116</b>
<b>Writing for Publication in Research Journals</b>	Dr. Maggie Sokolik	<b>May 13</b> 2-100B 1:00-3:00pm	<b>BLI0114</b>
<b>Creating Visual Displays for Research Journals</b>	Dr. Maggie Sokolik	<b>July 14</b> Pers Hall 1:00-3:00pm	<b>BLI0115</b>
<b>Career Planning Workshop For Postdocs and Graduate Students</b>	Dr. Elayne Chou	<b>August 5</b> Pers Hall 1:00-3:30pm	<b>BLI0118</b>
<b>Creating Research Presentations</b>	Dr. Maggie Sokolik	<b>September 21</b> Pers Hall 1:00-3:00pm	<b>BLI0116</b>
<b>Writing for Publication in Research Journals</b>	Dr. Maggie Sokolik	<b>October 19</b> Pers Hall 1:00 – 3:00pm	<b>BLI0114</b>
<b>Creating Visual Displays for Research Journals</b>	Dr. Maggie Sokolik	<b>November 3</b> Pers Hall 1:00-3:00pm	<b>BLI0116</b>
<b>Career Planning Workshop For Postdocs and Graduate Students</b>	Dr. Elayne Chou	<b>November 11</b> Pers Hall 1:00-3:30pm	<b>BLI0118</b>
<b>Creating Research Presentations</b>	Dr. Maggie Sokolik	<b>December 9</b> Pers Hall 1:00-3:00pm	<b>BLI0115</b>

Go to [www.lbl.gov/BLI](http://www.lbl.gov/BLI) to “Onsite Courses” for further details on each course.  
To register, go to Employee Self Service. For questions, contact Karen Paris at x5122

# Berkeley Lab Learning Institute (BLI)

## **2010 Onsite Calendar**

All Employees

<b>Course or Workshop</b>	<b>Instructor</b>	<b>Scheduled Dates</b>	<b>Course #</b>
<b>Dealing with Challenging People – Webinar for Employees Only</b>	Susan Zemelman	<b>January 19</b> Online access 11:00am-noon	<b>BLI0143</b>
<b>Managing Your Time &amp; Getting Things Done - Webinar</b>	Nancy Friedman	<b>February 3</b> Online access 11:00am-noon	<b>BLI0132</b>
<b>Conducting Effective Meetings - Webinar</b>	Nancy Friedman	<b>February 3</b> Online access 1:00pm-2:00pm	<b>BLI0131</b>
<b>Career Planning Workshop</b>	Dr. Elayne Chou	<b>March 10</b> Per Hall 10:00am-noon	<b>BLI0119</b>
<b>Tuition Reimbursement Workshop</b>	Karen Paris	<b>March 23</b> 2-100B 10:30am-noon	<b>BLI0101</b>
<b>Dealing with Challenging People Webinar for Employees Only</b>	Susan Zemelman	<b>May 26</b> Online access 11:00am-noon	<b>BLI0143</b>
<b>Annual Performance Review Discussion Workshop for Employees Only</b>	Kathy Anttila	<b>June 9</b> 2-100B 1:00pm-3:00pm	<b>BLI0147</b>
<b>Annual Performance Review Discussion Workshop for Employees Only</b>	Kathy Anttila	<b>June 29</b> 2-100B 1:00pm-3:00pm	<b>BLI0147</b>
<b>Annual Performance Review Discussion Workshop for Employees Only</b>	Kathy Anttila	<b>July 15</b> Pers Hall 1:00pm-3:00pm	<b>BLI0147</b>
<b>Managing Your Time &amp; Getting Things Done - Webinar</b>	Nancy Friedman	<b>July 15</b> Online access 11:00am-noon	<b>BLI0132</b>
<b>Conducting Effective Meetings - Webinar</b>	Nancy Friedman	<b>July 15</b> Online access 1:00pm-2:00pm	<b>BLI0131</b>
<b>Tuition Reimbursement Workshop</b>	Karen Paris	<b>July 20</b> 2-100B 10:30am-noon	<b>BLI0101</b>
<b>Career Planning Workshop</b>	Dr. Elayne Chou	<b>August 5</b> Pers Hall 10:00am-noon	<b>BLI0119</b>
<b>Tuition Reimbursement Workshop</b>	Karen Paris	<b>September 23</b> 2-100B 10:30am-noon	<b>BLI0101</b>
<b>Dealing with Challenging People – Webinar for Employees Only</b>	Susan Zemelman	<b>November 2</b> Online access 11:00am-noon	<b>BLI0143</b>

Go to [www.lbl.gov/BLI](http://www.lbl.gov/BLI) to “Onsite Courses” for further details on each course.

To register, go to Employee Self Service. For questions, contact Karen Paris at x5122

4

Berkeley Lab Learning Institute (BLI)  
**2010 Onsite Calendar**

All Employees Cont.

Course or Workshop	Instructor	Scheduled Dates	Course #
<b>Managing Your Time &amp; Getting Things Done - Webinar</b>	Nancy Friedman	<b>November 9</b> Online access <b>11:00am-12:00pm</b>	<b>BLI0132</b>
<b>Conducting Effective Meetings - Webinar</b>	Nancy Friedman	<b>November 9</b> Online access 1:00pm -2:00pm	<b>BLI0131</b>
<b>Career Planning Workshop</b>	Dr. Elayne Chou	<b>November 11</b> Pers Hall 10:00am-noon	<b>BLI0119</b>
<b>Tuition Reimbursement Workshop</b>	Karen Paris	<b>November 17</b> 2-100B 10:30am-noon	<b>BLI0101</b>

Go to [www.lbl.gov/BLI](http://www.lbl.gov/BLI) to “Onsite Courses” for further details on each course.  
To register, go to Employee Self Service. For questions, contact Karen Paris at x5122

# Berkeley Lab Learning Institute (BLI)

## **2010 Onsite Calendar**

### Computer/Software Skills Development

<b>Course or Workshop</b>	<b>Instructor</b>	<b>Scheduled Dates</b>	<b>Course #</b>
<b>Excel 2007 Intro</b>	Rebekkah Threewitt	<b>January 19</b> 90-0026 Training room 8:30am - 4:30pm	<b>BLI0141</b>
<b>Excel Pivot Tables 2007</b>	Rick Camara	<b>January 27</b> 90-0026 Training room 8:30am - 4:30pm	<b>BLI0111</b>
<b>Power Point 2003</b>	Rick Camara	<b>February 10</b> 90-0026 Training room 8:30am - 4:30pm	<b>BLI0144</b>
<b>PowerPoint 2007 Intro</b>	Rebekkah Threewitt	<b>February 17</b> 90-0026 Training room 8:30am - 4:30pm	<b>BLI0142</b>
<b>New Features Word 2007</b>	Rebekkah Threewitt	<b>March 10</b> 90-0026 Training room 8:30am-12:00pm	<b>BLI0125</b>
<b>New Features Excel 2007</b>	Rebekkah Threewitt	<b>March 10</b> 90-0026 Training room 1:00pm-4:30pm	<b>BLI0126</b>
<b>Word 2007 Intro</b>	Rick Camara	<b>March 17</b> 90-0026 Training room 8:30am-4:30pm	<b>BLI0140</b>
<b>Excel 2007 Intro</b>	Jesica Garrou	<b>May 19</b> 90-0026 Training room 8:30am-4:30pm	<b>BLI0141</b>
<b>Excel Advance 2007</b>	Jesica Garrou	<b>June 16</b> 90-0026 Training room 8:30am-4:30pm	<b>BLI1006</b>
<b>Excel Pivot Tables 2007</b>	Jesica Garrou	<b>June 17</b> 90-0026 Training room 8:30am-4:30pm	<b>BLI0111</b>
<b>Word 2007 Intro</b>	Jesica Garrou	<b>June 23</b> 90-0026 Training room 8:30am-4:30pm	<b>BLI0140</b>
<b>Additional classes will be added throughout the year. Please contact Karen Paris on x5122 for information</b>			

Go to [www.lbl.gov/BLI](http://www.lbl.gov/BLI) to "Onsite Courses" for further details on each course.  
To register, go to Employee Self Service. For questions, contact Karen Paris at x5122